

I. GENERAL INFORMATION

1. SOLICITATION NUMBER:	SOL-306-17-000056-OAG
2. ISSUANCE DATE:	July 20, 2017
3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:	August 02, 2017
4. POSITION TITLE:	Program Management Specialist (Agriculture)
5. MARKET VALUE:	GS-12 (\$62,722 - \$81,541) In addition 35% post differential and 35% danger pay is currently authorized at this location.
6. PERIOD OF PERFORMANCE:	Initial 13 months with option for renewal
7. PLACE OF PERFORMANCE:	USAID/Afghanistan
8. SECURITY LEVEL REQUIRED:	Moderate Risk Public Trust

9. STATEMENT OF DUTIES:**1) General Statement of Purpose of Contract:**

USAID/Afghanistan's Office of Agriculture (OAG) is recruiting for a Program Management Specialist (Agriculture). The incumbent serves as an Agreement and Contracting Officer's Representative (AOR/COR) and manages one or more projects in OAG's portfolio. S/he will collaborate with other AORs/CORs on defining, managing, and reporting results from USAID investments in agricultural development, natural resources management, alternative development, and food security. The individual will provide substantial assistance in modifying on-going activities and supporting the preparation of new undertakings within OAG. The incumbent is required to maintain contact with high-level host government officials, donor and UN agencies and represents USAID in high level working groups related to agriculture and natural resources management in Afghanistan. In addition, the incumbent will serve as the gender focal point and provide support to the Office on Monitoring & Evaluation, working with OAG M&E Specialist.

2) Statement of Duties to be Performed:

This is a management position that requires hands-on technical skills, well developed interpersonal and managerial skills, sound judgment, and the ability to develop credible relationships within USAID and with Afghan government counterparts. The incumbent is required to maintain contact with high-level host government officials, donor and UN agencies and represents USAID in high level working groups related to agriculture and natural resources management in Afghanistan. The incumbent will assist in the coordination of OAG project activities with other offices within USAID as well as other donors and non-governmental organizations (NGOs). The incumbent will gather information, review proposals, work plans, and strategies, and coordinate meetings or visits with government and NGO counterparts and donors. The incumbent will lead the development of OAG's gender capacity, coordinate OAG's gender working group meetings with implementing partners, report regularly on gender issues to OAG staff, and be OAG's representative on the

Mission's wider Gender Working Group. S/he will be responsible for writing and compiling periodic monitoring and reporting documents.

The incumbent serves as an AOR and/or COR of various projects in OAG's portfolio. In this capacity the incumbent will oversee and evaluate contractor and grantee performance, project financials and progress; obtain and provide detailed project information; draft and process action memoranda and scopes of work; and make site visits (security permitting) as well as assist other A/CORs in portfolio administration.

The incumbent will be responsible for monitoring contractors/grantees, engaging with implementing partners, and exercising initiative and independent judgment in planning and implementing project activities. This includes monitoring activities and intervening as necessary to ensure tasks are responsive to the terms and conditions relevant to USAID agreements/contracts, as well as the needs and expectations of implementing partners and the host government. The incumbent will ensure that audit and evaluation requirements are fulfilled.

The incumbent will have responsibility for drafting, preparing, and processing of OAG project achievements and deliverables; updating program related documents; preparing briefing materials, presentations, and other documents as requested by the Mission's Development Outreach Communications Office and OAG Management. The incumbent is responsible for defining, achieving, and reporting on results from USAID investments in agriculture and natural resources management activities in Afghanistan.

Project Management - Strategic Planning, Program Design and Implementation

The incumbent will provide technical assistance in the development and management of a wide range of projects/programs in OAG including detailed information gathering, project design, supervision, and management. The position requires initiative and independent judgment in activity planning and the identification of problems. The incumbent interacts with implementing partners' project managers, advisors, and host country counterparts. Specific responsibilities include:

- Assists in developing technical guidance on USAID's portfolio of agricultural and natural resources management activities. This includes monitoring development activities and assuring that they are carried out in accordance with all applicable Mission and Agency directives and requirements. The incumbent reports on the effectiveness of program implementation through monitoring via site visits, review of technical reports, and other context appropriate monitoring tools.
- Reviews proposals and assists in the analysis of needs, conceptual design of activities, and the preparation of program descriptions, amendments, and related statements of work.
- Assists with project management, including tracking and regular reporting on progress toward achieving OAG goals. S/he will support team activities related to reporting for the Mission Performance Plan, Annual Reports, Congressional Notifications, and other strategic planning and reporting documentation for Afghanistan.
- Participates in Technical Evaluation Committees (TEC) to evaluate and select contractors and grantees. Provides technical review of project performance in terms

of achieving physical and financial targets and attainment of project goals and objectives.

- Assists OAG team members in portfolio administration including oversight, evaluation, and monitoring contractors/grantees' performance, project costs and progress.
- Supervises contractor staff and coordinates assigned activities and projects. Assists with the preparation and submittal of the annual evaluation of contractors' performance. Coordinates with contractors and grantees to drive projects to completion.
- Exercises considerable initiative and independent judgment in planning and implementing project/program activities. Intervenes as necessary to ensure that the activities meet the terms and conditions of relevant USAID agreements.
- The incumbent manages assigned work independently according to established Mission policies, practices, and programmatic guidance; and in accordance with all applicable USAID regulations and guidance. The incumbent may participate in the gathering of information for baseline and annual statistics on the progress of the programs.
- Reviews contracts/agreements in consultation with the Office of Acquisition & Assistance (OAA) and provides guidance to and oversight of contractor actions concerning project procurement and the use of project funded assets.
- Reviews financial reports from implementing partners, monitor expenditures, process contractor invoices, prepare pipelines, accruals, and program modification requests. Track commitments, obligations, and de-obligation actions. Closes out completed activities.

Technical Advice and Monitoring and Evaluation

- Analyzes and reports on agricultural development and natural resources management related topics which contribute to effective agricultural program design and support of agricultural and natural resources management activities. OAG is interested in a wide range of issues such as: structure of rural farms in relation to modern innovation, watershed management, irrigation, impact of existing policies on the development of the agricultural input industry, opportunities for Afghanistan to improve monitoring of imports and exports, and other related topics.
- Provides expert advice on agricultural development and policy analyses to support the capacity building of government ministries and other government institutions, such as the Ministry of Agriculture, Irrigation and Livestock (MAIL) and Ministry of Energy and Water. Performs other related duties as required, such as leading technical meetings and facilitating workshops.
- Assists the OAG M&E Specialist with performance management activities such as the fine-tuning of project Performance Monitoring Plans (PMPs) and the USAID Mission PMP, Afghan Info and audit data calls, portfolio reviews for Mission and Embassy senior leadership and Afghanistan government counterparts, project evaluation, and Statements of Work.
- Assists in the preparation and analysis of performance data for semi-annual and annual portfolio reviews to determine program progress by the implementing partners and the Mission.
- Assists in the coordination of OAG project activities with other technical offices within USAID/Afghanistan and the Agency at large.

Program Reporting – Analysis, Assessment, Communications

- Manages project updates on OAG's achievements and deliverables. Drafts informative documents such as project portfolio briefing materials, project amendments, project contracting, USAID/Washington reports, fact sheets, and other outreach and communication products.
- Assists in reporting on results from USAID/Afghanistan's investment in the agriculture and natural resources management sectors, annual reports and other periodic reports, draft press releases, etc.
- Develops information tracking systems and maintains project and program files, including databases on project performance, implementation progress, disbursement of funds, and achievement of objectives.
- Drafts official USAID documentation such as letters to the host government, embassies, and partners; annual reports, assistance and acquisition documents, action memoranda, and other documentation related to the agriculture and natural resources management sectors.

Gender Integration, Program Reporting – Analysis, Assessment, Communications

- Coordinates and facilitates quarterly meetings of the OAG Gender Working Group with implementing partners and beneficiaries. Takes the lead in providing updates on relevant gender indicators as outlined in ADS 205 to OAG partners.
- Assists the M&E Specialist with regard to gender.
- Liaises with the Office of Program and Project Development (OPPD) Gender staff to arrange events, meetings, and site visits.
- Collects, prepares, and disseminates information on gender, stays up-to-date on information regarding gender, and coordinates with the M&E Specialist and OPPD to ensure OAG is in compliance with USAID's Gender Equality and Female Empowerment Policy.

3) USAID Consultation or Orientation (if applicable):

The selected applicant shall proceed to the Washington, DC area for two weeks of mandatory training to complete the Foreign Affairs Counter Threat (FACT) and the Afghanistan Familiarization (FAM) courses (if not completed within the past five years) prior to proceeding to USAID/Afghanistan to commence duties as outlined in the statement of work. FACT and FAM are mandatory courses for service in Afghanistan.

4) Supervisory Relationship:

The incumbent works under the supervision of a technical Team Leader in OAG. The incumbent will act independently in managing and prioritizing tasks.

5) Supervisory Controls:

The incumbent is expected to provide mentoring and staff development to one or more Cooperating Country National (CCN) professional staff in OAG.

10. PHYSICAL DEMANDS:

The primary location of work will be on the U.S. Embassy/USAID compound in Kabul, Afghanistan. No special physical demands are required to perform the work.

11. POINT OF CONTACT:

All applications must be submitted electronically by e-mail with the subject line **SOL-306-17-000056-Program Management Specialist (Agriculture)** to: kblaidpscjobs@usaid.gov

Attention: Executive Officer
USAID/Afghanistan
Human Resources Office

Applicants may submit an application against this solicitation at any time but prior the closing date mentioned above unless revised. The highest ranking applications may be selected for an interview. Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a) **Education:** A Bachelor's degree in agriculture, agricultural economics, natural resources management, business administration, management, agronomy, or a related social science field is required. (Educational requirement must be met at the time of application for the subject position.)
- b) **Work Experience:** Minimum of five years' experience in program/project management in the area of agricultural development, policy development, trade, small and medium enterprises, or marketing, with the U.S. or other government or non-governmental organizations required. Experience should include project management, information analysis, strategic planning, project design, gender integration, monitoring and evaluation, and report writing. (Work experience requirements must be met at the time of application for the subject position.)

III. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors listed in paragraph 2, below, in order to be considered. Only the highest-ranked applicants will be interviewed.

1. SELECTION PROCESS

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements

will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

To meet basic eligibility requirements, the applicant must:

- Be a Third Country National Personnel Service Contractor (TCNPSC). Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident alien of the United States nor of the country to which assigned for duty (Afghanistan), and (2) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses.¹
- Submit a complete application as outlined in the section titled APPLYING;
- Be able to attain Medium Risk/Public Trust employment authorization;
- Be able to obtain a Department of State medical clearance;
- Be available and willing to work additional hours beyond the established 40-hour work week, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested.

2. EVALUATION FACTORS

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. On a supplement document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to 1000 words (approx. 1 typewritten page) per factor. Applicants should describe specifically and accurately experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors may result in the applicant not receiving full credit for pertinent experience.

FACTOR #1:

Outline the strategic planning, management, and analytical skills that you demonstrated in implementing agricultural development projects.

FACTOR #2:

Describe the communication skills you used to design agricultural projects that integrated gender equality.

FACTOR #3:

Outline the analytical skills you utilized to prepare performance monitoring plans and reports.

3. BASIS OF RATING

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses.

Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors

Factor #1 10 points
Factor #2 10 points
Factor #3 10 points

Interview Performance 70 points

Interview questions will revolve around the candidate's propensity to:

- Work as a member of team;
- Work on development projects in order to achieve results; and
- Interact with officials on time-sensitive assignments.

Total Possible Points: 100

IV. APPLYING

Interested applicants must submit the following documents or their applications may not be considered for this position:

1. U.S. government AID 302-3 form which is available at the following website: www.usaid.gov/sites/default/files/documents/1866/a302-3.doc
2. A current curriculum vitae (CV) or resumé.
3. A minimum of three (3) professional references, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
4. A supplemental document with written responses to the Evaluation Factors.

Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.

Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.

Only short listed candidates will be contacted.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

The Contracting Officer will notify the selected applicant and provide instructions regarding how to complete and submit the following forms:

1. Declaration for Federal Employment (OF-306)
2. Medical History and Examination Form (DS-6561)
3. Pre-Deployment Physical Exam Acknowledgement Form (DS-6570)
4. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
5. Finger Print Card (FD-258)

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section.

1. BENEFITS:

- 1) Contribution toward Health & life insurance
- 2) Pay Comparability Adjustment
- 3) Eligibility for Worker's Compensation
- 4) Annual & Sick Leave
- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

2. ALLOWANCES (If Applicable)*:

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600)
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

* Standardized Regulations (Government Civilians Foreign Areas).

*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

VII. ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDS) AND CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCs

AAPDs and CIBs contain changes to USAID policy and the PSC General Provisions in accordance with USAID regulations and contracts. Please refer to <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which AAPDs and CIBs

apply to this contract. Additionally, AIDAR Appendices J applies to PSCs and can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>

ALL QUALIFIED APPLICATIONS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

¹ **ADS 309.3.3 a**

“United States Personal Service Contractors takes hiring preference over Third Country National Personal Service Contractors.” USAID/Afghanistan staffing limitations require this solicitation to be open to Third Country Nationals only.